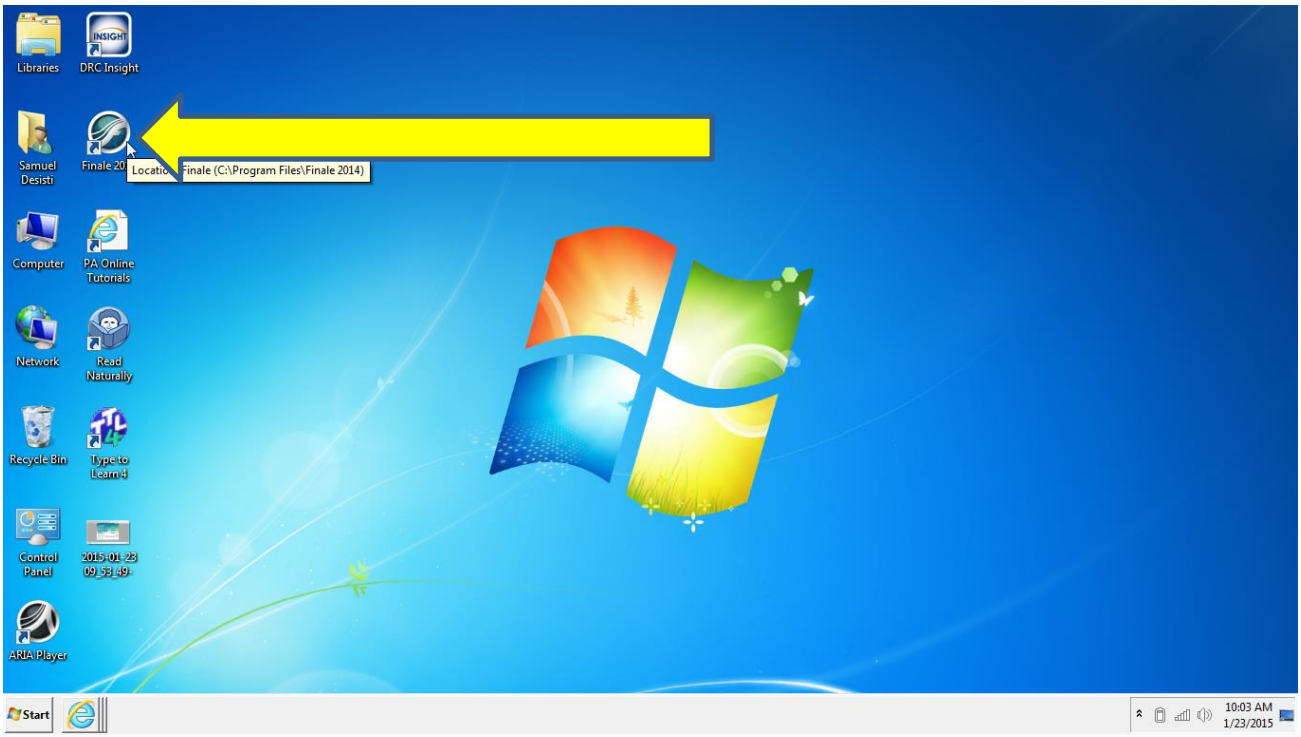
SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS
RUNNING FINALE 2014

Purpose

This document is to review how to launch the Finale 2011 (Music Editing software, used in music lab) and perform basic tasks.

Procedure

After you have logged into the PC and can see your start menu Navigate to the shortcut folder with Finale in it and click on the Finale 2011 shortcut. Click here.

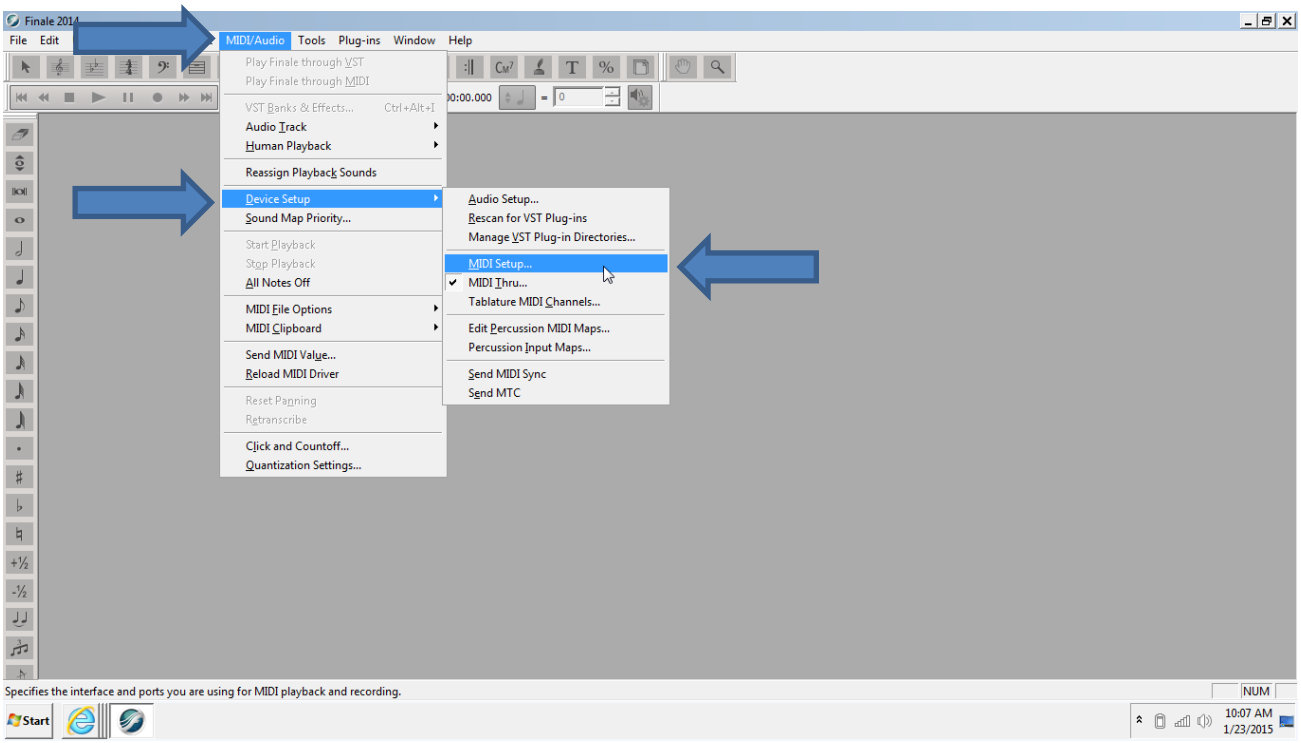


You will then see the Start up screen.

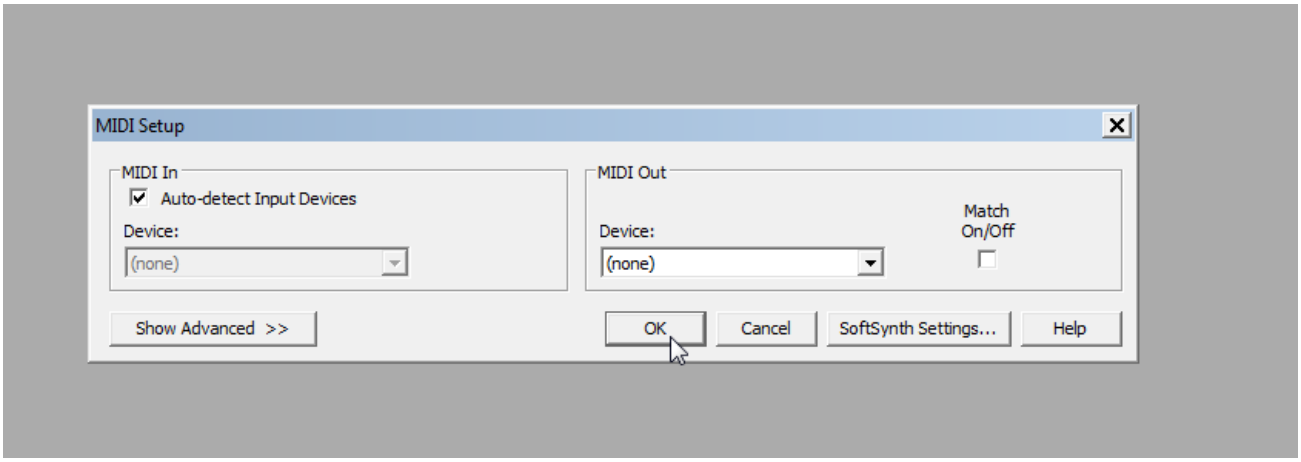
Finale 2014
Click "Default Document" to begin.
finale
Create New Music
Open Existing Music
SETUP WIZARD
SCANNING
OPEN
DEFAULT DOCUMENT
EXERCISE WIZARD
TEMPLATES
IMPORT MUSICXML
Learning Center
QuickStart Videos
User Manual
Tutorial Guide
Creating SmartMusic® Files
Tip of the Day
Thank you for your purchase of Finale 2014. If you'd like to see, print, and play something right now, choose File > Open Worksheets and Repertoire. Here, you can choose from over 100 titles including folk songs, traditional songs, Bach inventions, and rounds from a variety of cultures.
SIMPLE ENTRY TOOL: Select values from the palette; click the staff to insert notes one by one.
NUM
Start
9:54 AM
1/23/2015

You will then see a blank document.

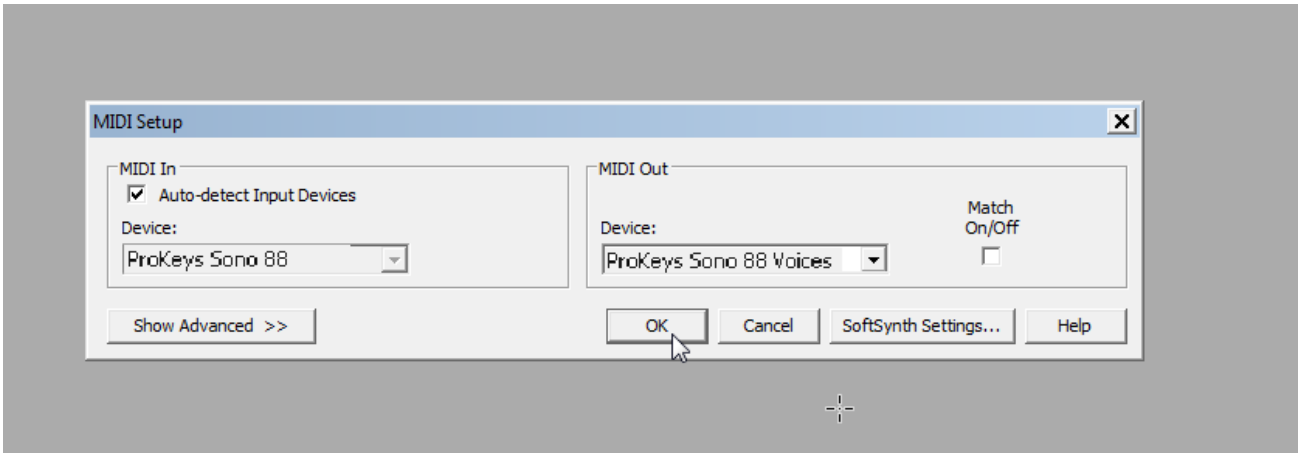
Next, you will want to ensure your device is correctly setup with the MIDI settings. Click on the "MIDI/Audio" tab, then "Device Setup", then "MIDI Setup…"



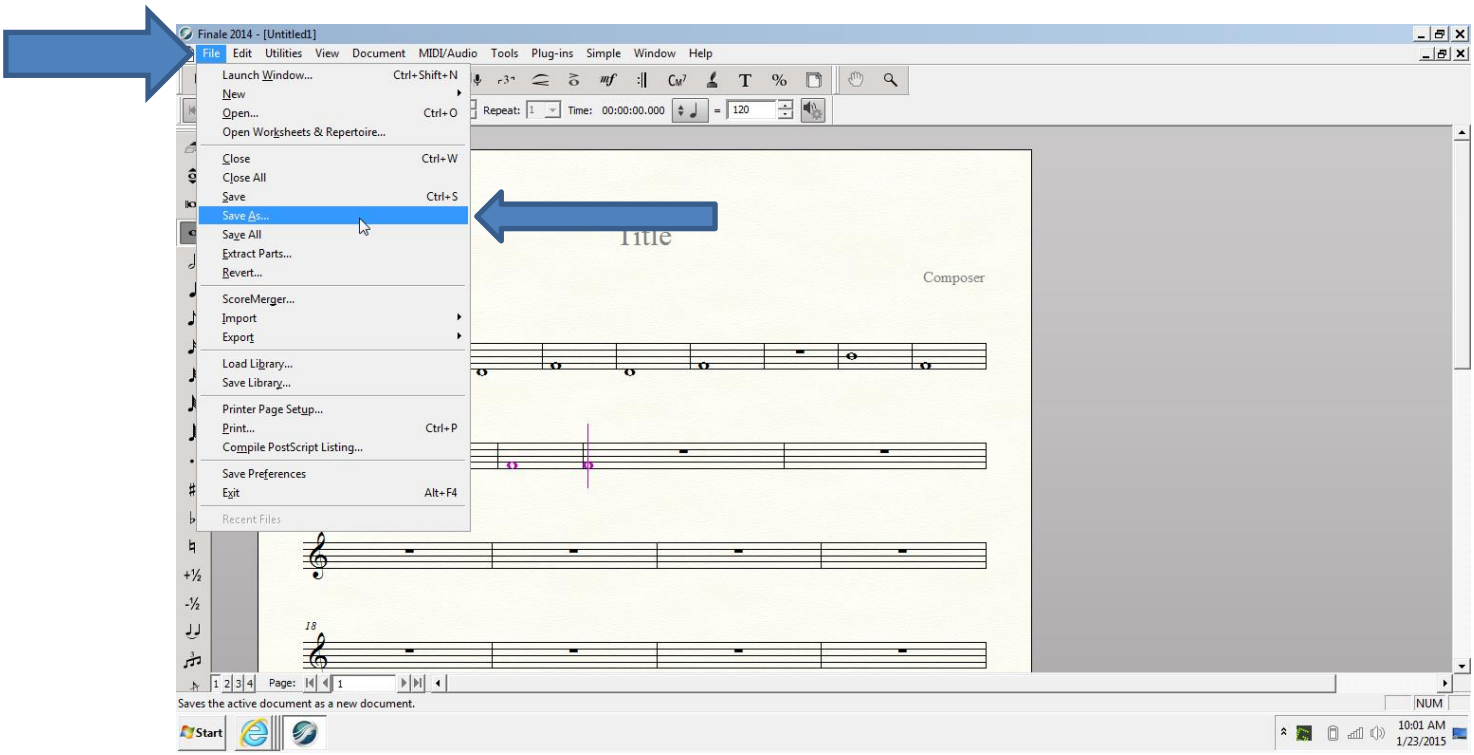
Next, you will see this box.

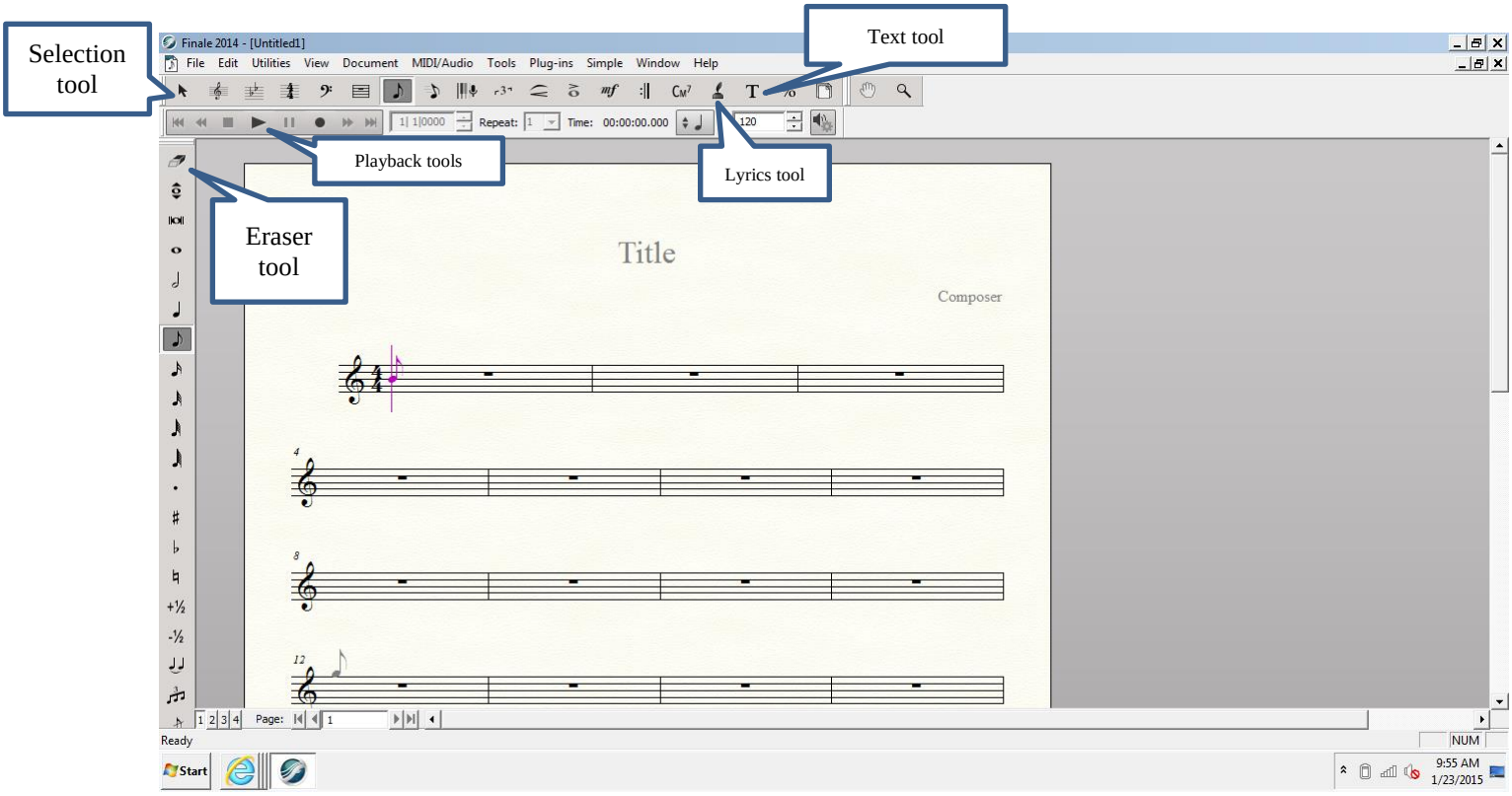


Make sure the MIDI In is set to "ProKeys Sono 88" and the MIDI Out to "ProKeys Sono 88 Voices". Click OK, then you can proceed to add and edit your composition. For example:



Once you are done with the adding your music, you can save the document just as you would a word document. Navigate to the “File” tab, then click “Save As”. Rename your file and Click Save.





Now, you can start to type on the keyboard and create your music.

You can save the files and play it back to hear it and change it from there.

For any other questions, you can refer to the Finale user manual, located in the “Help” tab, click “user manual.”